



## Club Activity Request Form

\*This form must be signed or submitted by the club advisor.

\*This form must be submitted to the Office of Student Activities at least 1 week (5 business days) prior to your planned activity.

\*If either of these requirements are not met, activity will not be approved.

Club Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

Club Officer's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Event Details

#### Check One

\_\_\_\_\_ Fundraising Activity    \_\_\_\_\_ Community Service    \_\_\_\_\_ Other Activity

Describe Activity (Be specific): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date of Activity: \_\_\_\_\_ Time of Activity: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

In case of bad weather, do you have a backup plan? If so, please describe. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### RISK MANAGEMENT ASSESSMENT

#### STEP 1. FILL IN QUESTIONNAIRE

- DOES THE EVENT/ACTIVITY INVOLVE TRANSPORT BY MOTOR VEHICLE?
  - Will the transport be provided by college vehicle?
    - Will drivers be supplied by the college?
    - Will drivers be supplied by the organization?
  - Are members of the organization driving their own vehicles?
    - Are they adequately insured?
    - Will rental cars be used in the activity/event?
    - Will all terms of the rental agreement be satisfied?
- DOES THE EVENT/ACTIVITY INVOLVE ANY POTENTIAL KNOWN ILLEGAL ACTS?
- DOES THE EVENT/ACTIVITY INVOLVE ANY KNOWN POTENTIAL VIOLATIONS OF COLLEGE POLICIES OR REGULATIONS?

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- DOES THE EVENT/ACTIVITY INVOLVE KNOWN ILLEGAL SUBSTANCES OF ANY KIND (Alcohol, drugs, chemicals, toxins, etc.)?
- DOES THE EVENT/ACTIVITY INVOLVE THE PRESENCE OR SERVICE OF ALCOHOL?
- WILL THE EVENT/ACTIVITY TAKE PLACE ON-CAMPUS OR OFF-CAMPUS?
  - Specify location \_\_\_\_\_
- WILL THE EVENT/ACTIVITY INVOLVE NON-STUDENTS?
  - Who are the generally anticipated attendees/participants?
- WILL THE EVENT/ACTIVITY INVOLVE AIR, TRAIN OR BOAT TRANSPORT?
  - Specify \_\_\_\_\_
- DOES THE EVENT/ACTIVITY AS CURRENTLY PLANNED PRESENT A RISK OF DAMAGE TO PROPERTY?
  - Specify \_\_\_\_\_
- DOES THE EVENT/ACTIVITY AS CURRENTLY PLANNED PRESENT MORE THAN EVERYDAY RISK OF PHYSICAL INJURY TO PARTICIPANTS?
  - Specify \_\_\_\_\_
- DOES THE EVENT/ACTIVITY INCLUDE ANY INHERENTLY DANGEROUS ACTIVITY (e.g. skydiving, mountain climbing, base jumping, etc.)?
  - Specify \_\_\_\_\_
- IS THE EVENT/ACTIVITY INSURED?
  - By general liability?
  - By specific rider or one-time event coverage?
  - By a third-party?
  - Are any of the activities the event contemplates specifically excluded from coverage by the terms of the policy?
  - Are the insured coverages the right type for the activity/event?
  - Are the insured coverages adequate to the nature of the risks involved?
- IS THE EVENT/ACTIVITY CO-SPONSORED?
  - By whom?
- DO UMBRELLA ORGANIZATIONS IMPOSE SEPARATE RISK MANAGEMENT PARAMETERS ON THE EVENT/ACTIVITY?
  - Have those parameters/conditions been met?
- IS AN EMERGENCY PLAN IN PLACE FOR THE ACTIVITY/EVENT?
- WHO IS THE EMERGENCY CONTACT FOR THE EVENT?
  - \_\_\_\_\_ cell phone number
- WILL AN ORGANIZATIONAL ADVISOR BE PRESENT AT THE ACTIVITY/EVENT?
  - \_\_\_\_\_ name \_\_\_\_\_ contact # \_\_\_\_\_
- WILL CHAPERONES BE PRESENT AT THE ACTIVITY/EVENT?
  - \_\_\_\_\_ name \_\_\_\_\_ contact # \_\_\_\_\_
- DOES THE EVENT/ACTIVITY REQUIRE THE SIGNING OF A CONTRACT OR AGREEMENT BY THE ORGANIZATION?
  - Have the contracting/agreement approval requirements set by the College been met?
- HAVE APPROPRIATE POSTING AND ADVERTISING GUIDELINES BEEN FOLLOWED FOR PROMOTING THE EVENT/ACTIVITY?
- DOES THE EVENT/ACTIVITY INVOLVE RECRUITMENT, INITIATION OR INDUCTING FOR THE ORGANIZATION?
  - Specify \_\_\_\_\_
- DOES THE EVENT/ACTIVITY POSE A RISK OF EMBARRASSMENT, HUMILIATION, COERCION OR EMOTIONAL ABUSE TO PARTICIPANTS?
  - Specify \_\_\_\_\_
- DOES THE EVENT/ACTIVITY POTENTIALLY POSE A RISK OF SEXUAL ASSAULT TO ANY PARTICIPANTS?
  - Specify \_\_\_\_\_
- DOES THE EVENT/ACTIVITY POTENTIALLY POSE A RISK OF PHYSICAL ASSAULT TO ANY PARTICIPANTS?
  - Specify \_\_\_\_\_
- DOES THE EVENT/ACTIVITY POTENTIALLY POSE A RISK OF TARGETING, DEMEANING, DISCRIMINATING OR INSTIGATING ANY PERSON OR GROUP ON THE BASIS OF RACE, GENDER, RELIGION OR ANY OTHER CLASS OF PERSONS PROTECTED UNDER UNIVERSITY POLICY?
- DOES THE EVENT/ACTIVITY POTENTIALLY POSE A RISK OF INCITEMENT TO IMMEDIATE LAWLESS ACTION BY PARTICIPANTS?

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- WILL THE ORGANIZATION BE RENTING, LEASING OR OTHERWISE PROCURING A LOCALE FOR PURPOSES OF HOSTING THE EVENT/ACTIVITY?
- DOES THE EVENT/ACTIVITY INVOLVE COMPETITIVE ACTIVITIES?
- DOES THE EVENT/ACTIVITY INVOLVE PROBLEM-SOLVING, OBSTACLE COURSES, TEAM BUILDING, OR OTHER PHYSICAL CHALLENGE-BASED ACTIVITIES?
- WILL YOU BE PROUD OF THE PICTURES AND DESCRIPTION OF THE EVENT/ACTIVITY WHEN YOU SEE THEM ON FACEBOOK, TWITTER, ETC. THE NEXT DAY?
- HAVE ALL APPLICABLE WAIVER FORMS, INDEMNIFICATIONS, PERMISSIONS OR OTHER NECESSARY FORMS OR PAPERWORK RELATED TO THE EVENT/ACTIVITY BEEN COMPLETED AND RETURNED AS REQUIRED?

**STEP 2. BASED UPON YOUR ANSWERS TO THE ABOVE QUESTIONNAIRE, ASSESS THE LEVEL OF RISK INVOLVED FOR THE PROPOSED EVENT/ACTIVITY. DOES THE EVENT/ACTIVITY:**

- 1) pose low or no potential for harm, loss, injury, embarrassment or other risk?
- 2) pose moderate potential for harm, loss, injury, embarrassment or other risk?
- 3) pose high risk of harm, loss, injury, embarrassment or other risk?

**STEP 3. RISK MITIGATION STRATEGY**

**LOW RISK:** No action required except to ensure the parameters making the event/activity low-risk are maintained throughout the event/activity

**MODERATE RISK:** The event may proceed with an appropriate RMS in place. The ORMs will complete the field for each of the identified potential risks. Strategies for risk acceptance are expected, as are risk transfer techniques, such as co-sponsorship and the shifting of partial risk to third-parties (vendors, facilities, carriers, etc.). Upon submission of an RMS, and advisor and Student Life approval, an event with moderate risk profile will be accepted.

**HIGH-RISK:** In order to be approved, high risk event/activities must be accurately assessed by the ORMs, and an RMS must be proposed that the Student Life Department agrees will reduce the risk profile from high-risk to a lower risk profile. The event/activity need not fall into the low-risk category to be approved. A moderate risk profile is usually enough to permit the event/activity, as altered, to proceed.

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